



New Commercial, Multi-Family or Mixed-Use Buildings

SUBMITTAL CHECKLIST

City of Hayward Development Services Department

2013 Update

PRELIMINARY PLANNING REVIEW

- ☐ Before preparing plans for a new commercial or multi-family residential building, it is necessary to discuss the project with a City of Hayward planner to verify if the proposal will comply with the Zoning Ordinance, parking and landscape requirements. Early meetings with a planner will establish the next steps needed in order for the project to move forward. Flow charts for the early stages of a project are also available on the City website, but a meeting with City staff is still essential before design begins. Short preliminary meetings with Planning, Building and Fire Department staff are free of charge and can be done at the Permit Center counter during business hours. New buildings, depending on the size and scope, may also require a formal Pre Application and Code Assistance meeting prior to submittal. These are structured meetings (conducted for a fee) that involve staff from each department providing written comments on the project.

PERMIT APPLICATIONS

- ☐ New commercial or multi-family buildings require a set of plans prepared by a California licensed architect and/or engineer. Landscape drawings must be prepared by a California licensed landscape architect.

DRAWINGS

- ☐ **24" x 36" MINIMUM DRAWING SIZE**
All drawings in the set must be the same size. All drawings must be to scale and include dimensions.
- ☐ **TITLE SHEET**
Include complete description of work, sheet index, applicable codes, designer's contact information and project location map. Include the square footage of any existing buildings to be removed, the square footage of the new building and allowable area calculation.
- ☐ **CAL GREEN**
New buildings must meet the mandatory requirements outlined in the 2010 California Green Building Standards Code. The City of Hayward has not adopted Tier One or Tier Two. Only minimum Code compliance is required. The City does have Green Building Ordinance that will require some measures above Cal Green requirements. Document compliance with CalGreen on the plans.
- ☐ **SITE PLAN**
Indicate the location of the building on the property. Show dimensions to adjacent buildings and property lines. Show wheelchair accessible parking stalls and the accessible route to the entrance from the public right-of-way. Indicate location of trash enclosures or waste storage areas on the plans.

☐ **FLOOR PLANS**

Add roof plans, reflected ceiling plans and sections as needed to accurately describe the full scope of work. Provide scale drawings with fully legible text.

☐ **PLUMBING / MECHANICAL / ELECTRICAL DRAWINGS**

Provide electrical panel schedule and single line diagrams. Include gas, waste and vent piping diagrams to verify compliance with sizing requirements. Indicate location of HVAC units on the roof plan. Show the location of registers.

NOTE: Deferred submittals are not allowed*. All MPE, Structural (including trusses) and civil plans must be included in a well organized and indexed set.

****Exception: Sprinkler and fire protection system plans are reviewed as a separate submittal.***

☐ **T-24 ENERGY REPORT**

A T-24 Energy Report is required for any new building. The T-24 report shall be incorporated in the set in addition to being submitted separately on at least two 8.5" x 11" booklets. **Hayward is located in climate zone 3.**

☐ **CONSTRUCTION DETAILS**

Provide details for all construction elements that will be added or altered: waterproofing, wall assemblies and foundations. Provide accessibility details for restroom dimensions, parking stalls, ramps and door clearances.

☐ **STRUCTURAL CALCULATIONS and SOILS REPORT**

Structural calculations prepared by an engineer licensed in California are required for new commercial buildings. 3 sets of stamped calculations are required at the time of submittal. Structural calculations are required for any permanently attached equipment weighing 400 pounds or more. ***See the end of this handout for local design criteria.*** A current soils report shall be provided with the submittal.

☐ **TRASH ENCLOSURE + DEBRIS RECYCLING STATMENT**

The City of Hayward will review all projects with a valuation over \$75,000 for compliance with trash enclosure requirements and construction waste diversions requirements. Indicate all existing or proposed trash enclosures on the plans.

☐ **9 SETS OF PLANS (Verify exact number of sets with Permit Technician)**

Most new buildings will require 9 sets of plans for review. Verify the exact number of plans required based on the scope of work. Contact a City of Hayward Permit Technician prior to submittal. Call: **583-4140**

☐ **FULL SCOPE OF WORK SUBMITTED AT ONCE (DEFERRED SUBMITTALS ARE NOT ALLOWED)**

The set of drawings must be complete at the time of submittal. Deferred submittals are not allowed for P/M/E drawings. Only sprinklers systems, which are under separate permits issued by the Fire Prevention Office, may be deferred.

☐ **DISABLED ACCESS DETAILS**

Carefully review the requirements in **2010 CBC Ch. 11B or 11A (depending on the scope of work)** for compliance. Include plans and details for all accessible building features.

PROJECT APPROVAL TIMELINE

- **FIRST SUBMITTAL:** The review period for the first submittal is **25 business days**.
- **RE-SUBMITTAL:** The re-submittal review period is **10 business days**.

LOCAL REQUIREMENTS and ORDINANCES

The following are special ordinances that are specific to Hayward related to building construction:

☐ **NO PLASTIC PIPING**

The City of Hayward prohibits the use of plastic piping for gas, water supply, waste and vent piping.

☐ **HAYWARD GREEN BUILDING + WATER EFFICIENCY ORDINANCE**

ENERGY <ul style="list-style-type: none"> • New Commercial Buildings must be designed to have energy use 15% below the budget f • As an alternative, the energy budget for the building shall be 5% below the limit set by the performance method. 	
INDOOR WATER USE EFFICIENCY Any newly installed plumbing fixtures must meet the following specifications:	
Toilets	1.28 gallons per flush or less
Urinals	0.5 gallons per flush or less
Bathroom Faucets	0.5 gallons per minute or less
Kitchen Faucets	2.2 gallons per minute or less

REGIONAL REQUIREMENTS

☐ **BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

The demolition of load-supporting exterior walls requires the permit applicant to obtain a “J Number” from the Bay Area Air Quality Management District (BAAQMD). To determine if your project will require a “J Number”, contact the BAAQMD at: **(415)-749-4762**. Demolition permits will not be issued by the City of Hayward without a “J Number” or letter indicating that the project is exempt.

- ☐ Bring a **J Number** or notice of exemption for the proposed demolition at time of submittal.

FOOD RELATED PROJECTS

☐ **ALAMEDA COUNTY HEALTH DEPARTMENT**

Projects that include public food service as a component of the building (banquet facilities, restaurants, cafés and food processing facilities) must be in the process of review by the Alameda County Health Department before the City of Hayward will review the plans. For more information, contact the **Alameda County Department of Environmental Health: 510-567-6700**

- ☐ Bring a receipt from the Health Department (showing that drawings were submitted for health dept. review) to the City of Hayward when submitting plans. Plans will not be accepted without the receipt.

PERMIT FEES and TAXES

☐ **BUILDING PERMIT FEES**

(Plan Check fee due at submittal, Inspection fee due at permit issuance)

All new buildings are subject to both plan check fees and inspection fees. To get an estimate of the total **building permit fees**, contact a City of Hayward Permit Technician: **510-583-4140**. Make sure you have a complete description of the scope of work, valuation and square footages in order to get an accurate estimate.

☐ **FIRE DEPARTMENT / HAZ. MAT. INSPECTION FEES:** *(Due at permit issuance)*

All new buildings will require a review by the Fire Prevention Office to check compliance with the California Fire Code. Some projects that involve hazardous materials will have more significant reviews. To determine if a Fire Department plan check applies to your project or to get an estimate on the fees for this review, contact the **Hayward Fire Prevention Office** at: **510-583-4920**

☐ **UTILITY CONNECTION FEES (Water and Sewer):** *(Due prior to final inspection)*

New buildings will owe fees for sewer and water service connections. To get an estimate of the utility fees for the project, contact the **Public Works Department**: **510-583-4727**

☐ **BUILDING CONSTRUCTION AND IMPROVEMENT TAX (Article 8)** *(Due at permit issuance)*

Each dwelling unit in a new multi-family building is subject to this one-time tax. For dwelling units with less than 800 square feet of habitable space: \$300. For dwelling units with more than 800 square feet of habitable space: \$450.

☐ **SUPPLEMENTAL BUILDING CONSTRUCTION AND IMPROVEMENT TAX (Article 15)**

(Due prior to final inspection)

New buildings are subject to a one-time tax of either \$1.44 per square foot for warehouse or shell buildings, \$3.00 per square foot for office buildings or \$3.96 per square foot for retail. If any buildings are demolished to make way for a new building on the parcel, a credit will be given for the previous uses.

☐ **SCHOOL DISTRICT FEES** *(Due at permit issuance)*

The Hayward Unified School District collects a one-time tax on new square footage of habitable space. To verify if your project will owe school fees, contact the **Hayward Unified School District**: **510-784-2600**

TECHNICAL DESIGN CRITERIA

Seismic: The City of Hayward is located in Seismic Design Categories “D”, “E”, or “F” depending on the location and Occupancy Category.

Wind: Nominal Design 3-second gust 85 mph. Exposure, at the discretion of the design engineer: “B” (mostly) and “C” (immediate shoreline).

Rain: Rainfall is 1.5 inch per hour and 26.3 inch yearly.

Building Codes: When preparing drawings and calculations, please refer to the latest editions of the California Building, Mechanical, Plumbing, Electrical codes, and Part 2 and 6 of the Title 24 California Code of regulations (California Energy Code).

Climate Zone: 3

CURRENT CODES (list on the cover sheet of project submittal):

- 2010 California Building Code
- 2010 California Green Building Standards Code
- 2010 California Mechanical Code
- 2010 California Electrical Code
- 2010 California Plumbing Code
- 2008 California Energy Code